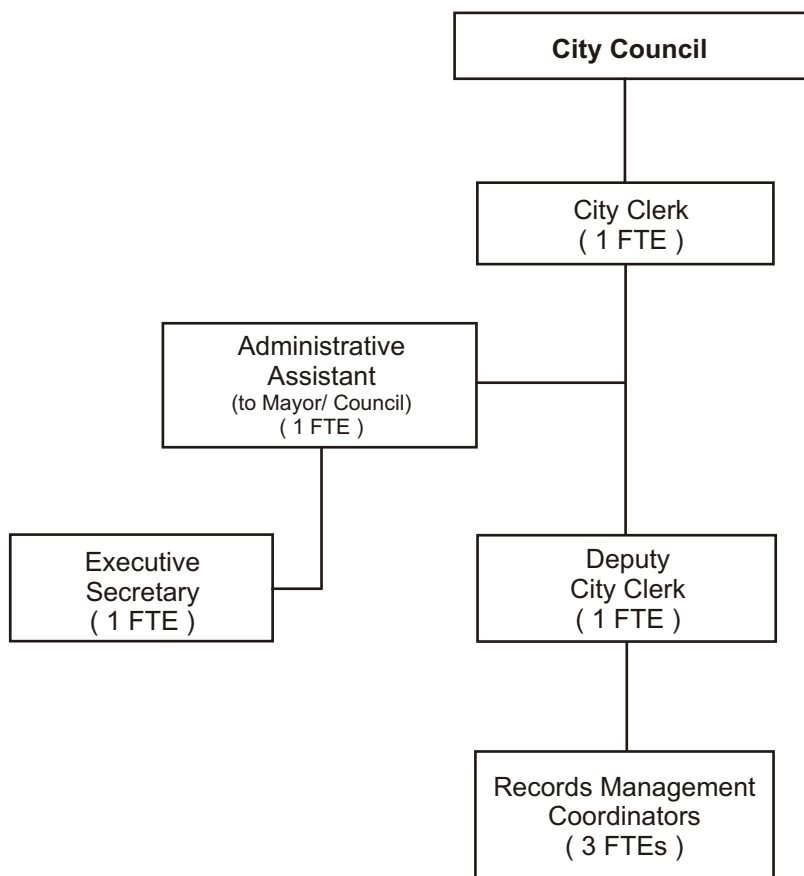




City Clerk

(7 FTEs)



CITY CLERK

The City Clerk's Office is responsible for processing, recording, filing and managing the retention and disposition of City government records. The Department records all official actions of the Durham City Council, advertises and processes vacancies for Council appointed boards, committees and commissions, provides proper notice for all meetings regulated by the North Carolina open meetings law, archives permanent records, execute contracts and other documents, issues cemetery deeds, going out-of-business license, coordinates codification of the Durham City Code, and certifies documents for admissibility in court cases. The Department also provides administrative support to the Mayor and the Members of the City Council.

RESOURCE ALLOCATION

	Actual FY 2000-01	Adopted FY 2001-02	Estimated FY 2001-02	Adopted FY 2002-03	Change
Appropriations					
Personal Services	\$ 321,197	\$ 376,054	\$ 361,030	\$ 370,349	-1.5%
Operating	84,804	80,706	81,748	120,980	49.9%
Capital		5,000	74,540		-100.0%
Total Appropriations	\$ 406,001	\$ 461,760	\$ 517,318	\$ 491,329	6.4%
Full Time Equivalents	9	8	8	7	(1)
Part-time FTEs	-	-	-	-	-
Revenues					
General Fund					
Discretionary	\$ 405,651	\$ 461,260	\$ 516,818	\$ 490,829	6.4%
Program	350	500	500	500	0.0%
Total Revenues	\$ 406,001	\$ 461,760	\$ 517,318	\$ 491,329	6.4%

FY 2002-2003 BUDGET ISSUES

- One Records Management Assistant position has been removed from the FY 2003 budget. It is anticipated that this change will not impact the level of service provided by this department.

INITIATIVES COMPLETED FY 2001-2002

- Implementation of imaging system
- Official City Council minutes stored and indexed January 1993 through April 2002; microfilmed through March 2002
- Resolutions and Ordinances scanned and indexed June 1995 through March 2002
- Initiation of inventory of contracts in accordance with the Municipal Records and Disposition Schedule
- Database developed to allow for online retrieval of various documents, resulting in enhanced customer service

HIGHLIGHTS FOR FY 2002-2003

- Republish Durham City Code
- Implementation of records program in accordance with the Municipal Records and Disposition Schedule
- Continue to work effectively with the Technology Solutions Department to enhance customer service
- Continue scanning and indexing permanent records for prior years